**Appendix B - Non-GAAP Approval Form**

Note: This form should be submitted no later than the second week of the second month of each quarter. If the form is submitted following this deadline provide an explanation below.

Provide supporting documentation as relevant (restructuring approval form, acquisition business case, etc.).

|  |  |
| --- | --- |
| **Country:** |  |
| **Company:** |  |
| **Included in Forecast/Plan? (Y/N)** |  |
| **Amount Included in Forecast/Plan:** |  |
| **Period to be impacted:** |  |

|  |  |
| --- | --- |
| **Non-GAAP Adjustment Category (refer to Appendix A) (indicate response with “X”):** | **Yes** |
| Nonrecurring, infrequent or unusual transactions, costs, gains and other items not considered reflective of core operating performance or normal activities |  |
| Recurring transactions, costs, gains and other items not considered reflective of core operating performance or normal activities |  |
| Acquisition, Integration and Disposition related costs, losses and/or gains |  |
| Other (provide further description below of why it merits Non-GAAP adjustment) |  |

|  |
| --- |
| **Description of the proposed Non-GAAP adjustment:** |
|  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Estimated P&L Impact by Quarter (USD in thousands)** | | | | | | | | | |
| **Current Year** | | | | **Next Year** | | | | **Future Years** | **Total** |
| **1Q** | **2Q** | **3Q** | **4Q** | **1Q** | **2Q** | **3Q** | **4Q** |
|  |  |  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Recommended for Approval:** | | |
| **Yes** | **No** |  |
|  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Corporate Controller |
|  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Legal |
|  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FP&A |

Approved by (if new “Other” category):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Chief Financial Officer